

# MUNICIPAL SCHEDULE

**STANDARD** Fleet Maintenance Records

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**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION**

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**Budget Estimates and Requests File**

Destroy in office after 1 year.

Records consist of requests for purchases and estimated costs.

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**Equipment Records File**

Destroy in office 1 year after disposal of equipment.

Documentation maintained on municipally owned equipment.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Fuel and Oil Tickets**

Destroy in office after 3 years.\*

Records of fuel and oil deliveries to vehicles.

**Motor Vehicle Records**

Destroy in office 1 year after disposal of vehicle.

Records on each vehicle showing make, model, original cost, mileage, and cost of operation.

**Shop Work Orders**

Destroy in office after 3 years.\*

Records include work done and costs.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Stock Control and Inventories**

Destroy in office when reference value ends.

Inventory of materials and supplies used to maintain stock.

**Vehicle Transaction Records**

Destroy in office 1 year after disposal of vehicle.

Monthly charges made against each vehicle.

**Vehicle Year-To-Date Report**

Destroy in office after disposal of vehicle.

Running record of mileage and cost of operation of each vehicle.